



Consular Section  
American Embassy  
Bangkok, Thailand

## Instructions for Immigrant Visa Applicants

(Packet 3)

**Do not send anything to the embassy.** Bring with you all of the documents pertinent to your case. All documents not in English or Thai must be accompanied by certified English translations. Translations must be certified by a competent translator and sworn to before a notary public.

If you wish to retain the original document, you must bring a photocopy along with the original and we will be happy to return the original to you after the interview. **You are strongly urged to personally keep a duplicate file copy of all documents submitted in connection with your visa application.** The embassy does not provide copying services.

**All applicants must present the following documents at the interview:**

- ☐ Passport: Passport must be valid for travel to the United States and must have at least eight months validity beyond the visa issuance date. An immigrant visa is issued the same name which appears on the applicant's passport. If you have changed your name due to marriage and would like the visa to reflect that change, your passport must first be amended to include the new name. It is not required that you change your name.
- ☐ Birth Certificate: You will need one original or certified copy of the birth record or family register for each visa applicant. The certificate must contain the seal or signature of the official custodian of the record and also show that it is an extract from an official record. You must also submit birth certificates for all unmarried children under age 21, even if they are not applying for a visa.
- ☐ Application for Immigrant Visa: The beneficiary should complete part 1 of form DS-230. Please do not sign this form.
- ☐ Affidavit of Support: [Form I-864](#) is a contractual affidavit of support. Most family-based visa applicants must submit a completed I-864, signed by the sponsor (petitioning relative) before a notary public (or a consular officer if not in the United States). Mistakes in completing the I-864 and incomplete supporting documentation are the most common reason for immigrant visa denials. An I-864 and any supporting proof of income are also valid one year from the date of execution/issued. Please read all [instructions](#) carefully

before filling out the I-864. Note: If you filed your I-864 at the time you submitted your I-130 petition, and have filed new tax returns since then or received notification that your I-864 is incomplete, please bring the additional tax returns or missing documents with you to the interview. If you filed your I-864 at the time you submitted your I-130 petition, and have not filed new tax returns since then **or** received notification that your I-864 is incomplete, you do not need to bring any new documents for the I-864.

- ☐ (For K Visa Applicants Only): A [Form I-134](#) is required instead of the Form I-864.
- ☐ Medical Examination: Medical examination conducted by one of Embassy's approved [panel physicians](#) (or [Cambodia physicians](#)). Unless Class A or TB condition, a medical report is usually valid one year from the date of examination.
- ☐ Police Certificate: Each visa applicant 16 years old and over must submit a certificate from the appropriate police authorities. This certificate should provide any information contained in police files concerning the applicant. All applicants must obtain a police certificate from their country of nationality, and the country of present residence if the applicant must also obtain police certificates from all countries where he/she resided for one year or more.
- ☐ Court and Prison Records: Applicants who have been convicted of a crime must present certified copies of each court record and of any prison record. These records are required, even if an applicant was released or benefited from an amnesty, pardon or other act of clemency.
- ☐ Military Records: Must describe the nature of any military service an applicant has performed if available.
- ☐ Front View Photos: Please submit two identical color 5cm x 5cm photo with white background, taken within the last six months. The head (measured from the top of the hair to the bottom of the chin) should measure between 25 to 35mm with the head centered in the frame facing straight ahead. All applicants must provide photos, regardless of age
- ☐ Application Fee (for all except K Visas): Fees must be paid by or on behalf of each applicant, regardless of age, and are non-refundable even if an applicant is found ineligible to receive a visa. They may be paid in U.S. dollars or Thai Baht equivalent at the current official exchange rate. Credit cards (America Express, Discover, Diners Club, Mastercard and VISA) can also be used. If you paid the fee in the U.S. then you do not need to pay again at the time of the interview. Currently all applicants also need to pay \$45.00 security surcharge fee at the Embassy on the day of the interview.

Applicants applying under the Diversity Visa Program must pay an additional \$375 USD processing fee at the time of interview.

- ☐ (For K visas Only): K Visa applicants must pay the USD \$100.00 non-immigrant visa fee at the [Thai Post Office](#) in Bangkok.

***Beneficiaries of family-sponsored petitions must also include:***

- ☐ **Proof of Relationship:** Please provide all original documents used to establish the qualifying family relationship.

***Beneficiaries of employment-based petitions must also include:***

- ☐ **Proof of Employment:** Please provide a recent (i.e. less than 12 months old), notarized letter from the prospective employer confirming the essential elements of the job offer.

Please fill out and sign the page below after you have assembled of all required documents and are ready to proceed with your application.

I have in my possession and am prepared to present all the documents listed in the above pages which apply to my case. As indicated by the check mark, I have placed in the appropriate boxes. I fully realize that no advance assurance can be given when or whether a visa will actually be issued to me and I also understand that I should NOT give up my job, dispose of property, or make any final travel arrangements until a visa is actually issued to me. At such time as it is possible for me to receive an appointment to make formal visa application, I intended to apply: (check appropriate box)

☐ Alone

☐ Together with my spouse (print name: \_\_\_\_\_ )

☐ Together with my spouse and the following minor children: (print the names of each child who will accompany you)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Number (if available)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
YOU WILL NOT BE SCHEDULED FOR AN APPOINTMENT UNTIL YOU RETURN THIS FORM

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PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNLESS YOU ARE  
SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE

**It is your responsibility to keep this office informed of your current address at all times.  
Failure to do so may result in termination of your registration as an intending immigrant.**